

SAMPLE
CHECKLIST FOR **MUNICIPALITIES**
FOR CONTRACTING
EFFECTIVE OCTOBER 1ST, 2015

- 1_____ POST THE BID NOTICE WITH CHRO LANGUAGE INCLUDED
- 2_____ PRE-BID MEETING (IF APPLICABLE)
- 3_____ PROVIDE BID DOCUMENTS WITH CHRO LANGUAGE INCLUDED
(Notification to Bidders/Contract Compliance Monitoring Report included)
- 4_____ SCREEN BIDS
 _____ CHECK CHRO WEBSITE FOR CONTRACTOR AFFIDAVIT LIST
 _____ CHECK WITH CT LAW JOURNAL TO ENSURE CONTRACTOR IS NOT DEBARRED
- 5_____ SELECT BIDDER (consider information on the Notification to Bidders/Contract Compliance Monitoring Report)
- 6_____ SEND NOTICE TO SELECTED BIDDER AND COPY TO CHRO:
 _____ \$50,000 TO \$499,999 CONTRACT AWARD NOTICE
 _____ \$500,000 AND ABOVE INTENT TO AWARD CONTRACT NOTICE
- 7_____ INCLUDE NON-DISCRIMINATION AND SET-ASIDE LANGUAGE IN CONTRACT AND SUBMIT PROPOSED CONTRACT LANGUAGE TO CHRO FOR REVIEW
- 8_____ EXECUTE CONTRACT WITH CONTRACT COMPLIANCE AND SET-ASIDE LANGUAGE
 _____ \$50,000 TO \$499,999 WHEN AWARDED
 _____ \$500,000 AND ABOVE ONLY WHEN:
 _____ CONTRACTOR HAS SUBMITTED AN APPROVED AFFIRMATIVE ACTION PLAN TO CHRO **OR**
 _____ REQUEST APPROVAL FROM CHRO TO AWARD CONTRACT AND RETAIN 2% PER MONTH OF THE TOTAL CONTRACT VALUE UNTIL CONTRACTOR HAS SUBMITTED AN APPROVED AFFIRMATIVE ACTION PLAN TO CHRO AND CHRO HAS GRANTED APPROVAL.
- 9_____ ENSURE A COPY OF A LETTER OF TRANSMITTAL FROM THE CONTRACTOR WAS RECEIVED CONFIRMING AN AFFIRMATIVE ACTION PLAN WAS FILED WITH CHRO

FOR CONTRACTS GREATER THAN \$500,000

FOR CONTRACTS GREATER THAN \$500,000, THE CONTRACT CANNOT BE AWARDED WITHOUT AN APPROVED AFFIRMATIVE ACTION PLAN

- 10(a)_____ CONTACT CHRO AA/CC UNIT TO REQUEST AUTHORIZATION TO AWARD THE CONTRACT PRIOR TO THE CONTRACTOR'S AFFIRMATIVE ACTION PLAN BEING APPROVED
- (b)_____ EXECUTE CONTRACT WHEN CHRO GIVES APPPROVAL TO DO SO
- (c)_____ RETAIN 2% OF THE TOTAL STATE FUNDED PORTION OF THE CONTRACT PER MONTH UNTIL CHRO APPROVES THE CONTRACTOR'S AFFIRMATIVE ACTION PLAN
- (d)_____ THE MUNICIPALITY RECEIVES WRITTEN NOTICE FROM CHRO TO RELEASE THE 2% RETAINAGE
- (e)_____ RELEASE THE 2 % RETAINAGE TO THE CONTRACTOR